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Executive Registry
5-1300

MEMORANDUM FOR: Deputy Director (Administration)

THROUGH : Deputy Director/Intelligence

FROM : Assistant Director, Scientific Intelligence

SUBJECT : Request for Table of Organization Change

JAN 21 1954

1. It is requested that the Table of Organization of the General Services Staff, OSI be changed in accordance with the attached proposed reorganization as shown in TAB A.

2. This reorganization is required for the following reasons:

a. The move of OSI to Barton Hall in March 1954. At Barton Hall OSI will be required to provide its own security and receptionist personnel which heretofore have been supplied directly by OCI.

b. The position of Chief, General Services Staff has been eliminated. This position was eliminated in order to achieve the maximum utilization of personnel under the present ceiling restrictions by reducing the span of control in the handling of administrative and management activities within OSI. This is accomplished by having the Chief, Administration Branch, Chief, Requirements Branch and Chief, Information Branch report directly to the Executive, SI who is the individual within OSI primarily responsible for their activities.

3. The positions of Security Officer and 3 clerical assistants have been established in the Administration Branch. The duties as outlined in the Security Officer position description (TAB B) have been approved by the Special Assistant to DD/I (Administration) and the Chief, Security Staff, OCI. The new positions are as follows:

1 Security Officer	GS-12
1 Clerk (Typing)	GS- 5
1 Receptionist	GS- 5
1 Receptionist	GS- 5

4. The responsibilities formerly assigned to the Chief, General Services Staff have been allocated as follows:

a. The Executive is responsible for supervising the activities of the Administration Branch, Requirements Branch and Information Branch.

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b. Chief, Administration Branch is responsible for formulating and supervising the implementation of Office policies and procedures pertaining to administration, management, personnel and liaison clearance activities.

c. The Deputy Chief, Administration Branch serves as Evaluations Officer in addition to being given greater responsibilities in the management of the Administration Branch.

5. In order to accommodate the required addition of four positions, the DD/I has informally scheduled an increase of three in the personnel ceiling of OSI through a redistribution within the DD/I area. The fourth ceiling slot will be obtained through a redistribution within OSI.

6. In addition, in April 1953, the Liaison Officer was assigned the additional duties of Training Officer and has assumed the full responsibilities of the dual assignment. Therefore, it is requested that the change in grade of this position be considered at this time.

7. In view of the above, the following grade changes are requested in order that the grades of these positions may be commensurate with their responsibilities:

	<u>From</u>	<u>To</u>
Chief, Administration Branch	GS-12	GS-13
Deputy Chief, Admin. Branch	GS-11	GS-12
Liaison and Training Officer	GS- 9	GS-11

FOIAB3B

H. MARSHALL CHADWELL

Attachments:

TAB A

TAB B_{25X1}

Concur:

Assistant to DD/I (Admin)

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POSITION DESCRIPTION

SECURITY OFFICER

Under the general direction of Chief, Administration Branch incumbent will act as the Security Officer for the Office of Scientific Intelligence, with responsibility for assisting in the direction of a comprehensive security program including special intelligence security, designed for the protection and security of classified documents, equipment, facilities, materials and personnel and to provide guidance and security control for reproduction of sensitive material.

In connection with the security program he will:

1. Plan and effectuate the application of security measures as outlined in CIA Regulations, USCIB Directives, OCI and OSI operating procedures as pertaining to OSI.
2. Responsible for conducting special preliminary security review of PHS on applicants for OSI to determine clearability of these applicants for SI. From the security point of view, responsible for reviewing and approving staff papers relating to clearance of consultants, travel, etc.
3. Conduct security briefings and debriefings for all personnel entering or leaving OSI pertaining to the OSI security program.
4. Supervise receptionists and direct the control of authorized individuals entering the OSI Restricted Area.
5. Responsible for installing and maintaining an adequate safe control, destruction of classified waste control, special stamp control unique to the activities of the OSI Restricted Area.
6. Assist in investigations on security violations and in the preparation of reports to OCI and SO.
7. Maintain continuing liaison with the Security Staff, Special Policy and Security Staff and Special Support Division, OCI, and the various components of SO as required.
8. Personally conduct frequent inspections of the Restricted Area. Report findings and recommendations for additional physical security precautions or modifications of existing elements such as badge control, special logs, entrance control, policy on control of special intelligence material.

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9. Provide guidance on applications and interpretation of CIA Regulations and USCIB Directives and initiate OSI procedural instructions combining both CIA and USCIB Directives in coordination with OCI Security Staff.

10. Serve as Emergency Officer for OSI with responsibilities for planning and coordinating such activities with the CIA Emergency Officer.

11. Give guidance and support on the security aspects of the Records Management Program.

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TAB B - Position Description for the
Security Officer - attached
to original copy only.

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